

GUIDELINES FOR COMPLETING DD FORM 1844

1. Be sure to insert line numbers numerically in the first column. This way we can easily refer to "line number ____" when discussing your claim.
2. In the third column entitled "7. Lost or Damaged Items", the description of damages must be specific. Simply stating "scratches, dents, gouges, etc" is insufficient. **You must list the size and location of scratches, dents, gouges, or any other damages.** Describe the nature and full extent of damage. Do not use the word "damaged". Include the brand name, model, and size of each item of furniture, all electronic items, and any appliances or rug.
3. Be sure to fill in the fourth column entitled "8. Inv. No." and try to list all your lost or damaged items in the same order as they appear on the inventory. This is important so we can locate each item on your inventory.
4. List the original cost of each item. If the item was a gift, write in the word "gift." Include the date of purchase (month & year) or the date you received the item as a gift.
5. In column six entitled "11. Amount claimed", indicate the repair cost of the item. If it is missing, destroyed, or not economical to repair, you should list a replacement cost.